



**CITY OF RANCHO PALOS VERDES**  
**invites applications for the position of:**

## **DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT/PLANNING MANAGER**

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### **JOB SUMMARY:**

This is a **continuous recruitment**; therefore, this recruitment will remain open until filled. Applicants are encouraged to apply early. This recruitment may close at any time without notice after the position is filled.

### **The Department**

The Community Development Department is comprised of four (4) divisions: Building and Safety, Code Enforcement, Planning and Zoning, and View Restoration and Preservation. The purpose of the Community Development Department is to ensure the orderly physical development of the community by upholding the goals and policies of the City's General Plan through the issuance of land use entitlements and permits for improvements and development of private property.

### **Definition and Class Characteristics**

This is the Deputy Department Director classification in the Community Development Department. The incumbent oversees, directs, and participates in major activities and programs of the department, including organizing, managing, and providing administrative direction and oversight for major functions and activities of the Planning Division, including current, advance, and environmental planning, and is responsible for providing professional-level support to the Director in a variety of areas. Assists in short- and long-term planning, development, and administration of the Planning Division policies, procedures and services. Successful performance of the work requires an extensive professional background, as well as skills in coordinating departmental work with other City departments and public agencies. Responsibilities include performing and directing many of the planning Division's day-to-day administrative functions. This class is distinguished from the Director of Community Development in that the latter has overall responsibility for all community development programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **ESSENTIAL JOB FUNCTIONS:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists the Community Development Director and division heads in developing and attaining objectives relating to Community Development.
- Assumes management responsibility for major planning functions and activities, including current, advance, view, and environmental planning, and historic preservation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and administers land use regulations to assure the efficient and orderly evolution of land use within the City consistent with the General Plan.
- Assures the systematic implementation of the General Plan for the City.
- Evaluates actions taken to implement the objectives and policies of the General Plan.

- Participates in the development and administration of the Planning Division's quarterly and annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Meets and confers with Planning staff regarding interpretations of the zoning code, processing of complex projects, and the assignment and monitoring of work.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss potential project proposals, pre-applications, feasibility analysis, currently submitted proposals, and/or status of development projects; answers questions and responds to inquiries.
- Manages and/or directs Planning Division or planning consulting staff in the management and implementation of routine to large and complex community development projects.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in and/or facilitates focus groups and community events and workshops that provide public information regarding departmental programs, projects, and services.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of planning division organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, Planning Commission, and a variety of other boards and commissions, as assigned by the Director; attends meetings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development.
- Assists with maintaining official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and four (4) years of management/administrative experience in community development, urban planning, and project administration.

**Knowledge of:**

- Principles and practices of urban planning
- Literature and trends in urban planning
- Laws relating to land use and zoning, general plans, and environmental matters
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of community development program development, implementation, and management in a municipal setting.
- Methods, materials, and techniques used in the planning of community development projects.
- Applicable relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, succession planning, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Skill and Ability to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Train, motivate, and evaluate the work of staff and train staff in work procedures.
- Foster a positive work environment that encourages professional growth
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare and communicate clear, concise, and accurate reports, correspondence, policies, procedures, and other written materials and correspondence.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL NOTES:**

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact us at (310) 544-5332 no later than five (5) business days before the test date.